

Powers Catholic High School



1:1 Technology Policies and Procedures 2014-2015

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1. Purchasing Your iPad

Each student is responsible for purchasing their own iPad. The acceptable iPad models are an iPad 2 or newer (excluding the iPad mini) including a protective case and keyboard.

2. Taking Care of Your iPad

Students are responsible for the general care of the iPad they have purchased.

2.1 General Precautions:

- All users will follow this policy and the Acceptable Use Policy for technology.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Students should be sure to label their equipment (iPad, charger, case, etc.).
- **Students should personalize iPads with a Pass Code.**

2.2 Carrying iPads:

- Limit the number of items carried in a backpack with the iPad to limit the amount of pressure applied to the iPad screen.
- Avoid bumping the iPad against any surface.
- Protective cases should be used at all times.

2.3 Screen Care:

- Do not lean on the top of the iPad at any time.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not put anything in your backpack that will press against the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use any chemicals or cleaning fluid.
- Do not bump the iPads against lockers, walls, floors, etc. as it will eventually break the screen.

3. Using Your iPad at School

3.1 iPads Left at Home:

- If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student leaves their iPad at home, consequences will be left up to the teacher's discretion. Coming to class without a charged iPad where an iPad is a necessity, is coming to class unprepared.

3.2 iPad Undergoing Repair:

- Loaner iPads will be available to check out daily from the library in the event of a damaged iPad on a first come first serve basis.

3.3 Screensavers and Backgrounds:

- Inappropriate media may not be used as a screensaver or background photo. For example, presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary action.

3.4 Charging Your iPad:

- Students are responsible for having iPads fully charged on a daily basis. Classrooms are not equipped for charging iPads. Based on the current infrastructure of the school, students should not expect to charge their equipment during the day.

3.5 Sound, Music, Games, or Programs:

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- The use of games, music or other applications during instruction will result in disciplinary action within the classroom.

3.6 Printing:

- Printing will not be available from the iPad. If students need to print anything from their iPad, they will need to email the document to themselves or save in their Google drive.

4. Using Your Cell Phone at School

4.1 Cell Phone Usage:

- Cell phone usage within the classroom is up to that teacher's discretion. Cell phone usage will be permitted in the commons before or after school and during lunch.
- No usage in classrooms or offices at any time without permission.

4.2 Screensavers and Backgrounds:

- Inappropriate media may not be used as a screensaver or background photo. For example, presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary action.

4.3 Sound, Music, Games, or Programs:

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- The use of games, music or other applications during instruction will result in disciplinary action within the classroom.

4.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyright materials
- Downloading or using apps which violate the Acceptable Use Policy during school hours
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Use of the camera to take and/or distribute inappropriate or unethical material

5. Managing Your Files and Saving Your Work

5.1 Saving Your Work:

- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work timely.

5.2 Network Connectivity:

- Powers Catholic High School makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

6. Acceptable Use

The use of Powers Catholic High School's technology resources is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district's technology resources will be denied, and the appropriate disciplinary action shall be applied. The Powers Catholic High School's Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions.

6.1 Parent/Guardian Responsibilities:

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information.

6.2 School Responsibilities:

- School will provide Internet and email access to its students.
- School will provide Internet blocking of inappropriate materials and social media.

6.3 Student Responsibilities:

- Students will use iPads in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to iPad use.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyright materials
- Messaging services
- Internet games
- Downloading or using apps which violate the Acceptable Use Policy during school hours
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Use of the iPad camera to take and/or distribute inappropriate or unethical material

6.5 iPad Care:

- Students will be held responsible for maintaining their individual iPad and keeping them in good working order. Students will be responsible for damages to their iPads.
- iPad batteries must be charged and ready for school each day.
- iPads that are stolen or lost must be reported immediately to the office.

6.6 Legal Propriety:

- Plagiarism is viewed as a form of cheating and thus is a violation of the Powers Catholic High School Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession or hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by Powers Catholic High School.

6.7 Student Discipline:

- If a student violates any part of the above policy, he or she will be subject to consequences as listed in the Acceptable Use Policy and Powers Catholic High School Student Handbook.

7. Protecting and Storing Your iPad

7.1 iPad Identification:

- iPads purchased directly from Apple include free engraving. Students should also take care to label all other forms of equipment relating to the iPad (charger, case, etc). iPads purchased from other vendors must still be labeled.

7.2 Storing Your iPad:

- When students are not using their iPads, they should be stored in their locker or kept with the student. Nothing should be placed on top of the iPad when stored in student lockers. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle at school or at home.

Do NOT leave your iPad in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.

7.3 iPads Left in Unsupervised Areas:

- Powers Catholic High School is not responsible for lost, stolen, or misplaced iPads.

7.4 Repairing Your iPad:

- Students will be responsible for damages to their iPads including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc.

Repair Options

1. Apple Store

Twelve Oaks Mall: 27518 Novi Rd, Novi, MI 48377

Somerset Mall: 2800 W Big Beaver Rd, Troy, MI 48084

2. iCracked

Kollin VanDenHeuvel, MI Mobile Device Repair LLC, Certified Tech, (616) 560-7162

Some of the above policies have been used full or in part from the policy documents of the following schools: Overton Public Schools.

Powers Catholic High School

Student Pledge for Technology Use 2014-2015

*The 1:1 Technology Policies and Procedures Handbook is found on the Powers Catholic High School website.
Please read the handbook before signing this student pledge.*

- I will use my iPad and/or any other technology device in manners that are appropriate, meet Powers Catholic High School expectations, and are educational.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons.
- I understand that my iPad is subject to inspection at any time without notice.
- I will follow the policies outlined in the Acceptable Use Policy while at school, as well as outside the school day.
- I will never leave my iPad and/or any other technology device unattended.
- I will never loan out my iPad and/or any other technology device to other individuals.
- I will know where my iPad and/or any other technology device is at all times.
- I will charge my iPad's battery daily and arrive at school with my device fully charged.
- I will not use the camera on any device to take and/or distribute inappropriate or unethical material.
- I will be responsible for all damage or loss caused by neglect or abuse.

I agree to the stipulations set forth in the above documents including the 1:1 Technology Policies and Procedures and Powers Catholic High School Student Handbook.

Student Name (please print first and last name): _____

Student Signature: _____ Date: _____

Guardian Name (please print first and last name): _____

Guardian Signature: _____ Date: _____